



POSITION DESCRIPTION

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| CLASSIFICATION TITLE | Sr. Staff Assistant | WORK AREA | HR Employee Records |
| CLASS CODE | 5318/Non-exempt | EFFECTIVE DATE: | January 1, 2001 |

FUNCTION

Technical work in support of and maintenance of the various automated Human Resources functions including records management, budget, finance, personnel and payroll systems.

EDUCATION AND EXPERIENCE

High School Diploma or GED and three (3) years experience in bookkeeping, Human Resources Administration, or records management.

SPECIAL REQUIREMENTS

Considerable knowledge of personnel records, and established rules, regulations, and laws pertaining to records retention functions. Knowledge of modern office practices and processes. Knowledge of payroll accounting practices and applicable laws. Knowledge of the Florida Public Records Act. Knowledge of personal computers and software systems used in records management.

Ability to work independently, maintain accurate and detailed records and organize and assemble data to obtain desired output. Ability to analyze and evaluate data and recommend courses of action to improve or enhance automated personnel systems. Ability to communicate effectively both orally and in writing.

ESSENTIAL FUNCTIONS

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Maintains employee personnel files and computerized records. Processes all personnel actions of employees. Verifies accuracy of statistical data to assure that all information submitted is in compliance with Seminole County Personnel Policies. Corrects computer records of leave balances as authorized.

Operates a personal computer and accesses the County Computer Systems for input and retrieval of employee information, including new hires, status changes, terminations, employee historical data, and other appropriate statistical data as required. Maintains and updates personnel position control records. Provides reference information on County employees and former employees as necessary. Responds to public records requests and provides assistance in reviewing employee information as required.

Assists departments and divisions with inquiries regarding payroll, status changes, performance evaluations, and merit awards. Responds to questions regarding personnel policies and procedures.

Runs and transmits via ftp (file transfer protocol) a variety of reports for federal government reporting.

Provides responses to subpoenas and other requests for employee information in compliance with the Florida Public Records Act. Responds to all verifications of employment. Serves as department records retention coordinator, which includes retention and destruction of employee records.

Performs other duties as assigned or as may be necessary.

WORKING CONDITIONS

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment.